



Team Leader - Logistics

Details

Job ID : 482

Title : Team Leader - Logistics

Job Code : 732

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Administrative Services - Property Accountability

Purpose

Coordinates and oversees the receiving, shipping, issue, transfer, transport, warehousing, and surplus of COJ equipment

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 years of related experience must with AOC logistics-related duties

Job Skills/Abilities

- Valid driver's license
- Ability to travel statewide
- Ability to lift and carry 50 pounds

Job Duties

- Oversight of receiving, issuing, warehousing, surplus, and tracking COJ furnishings and equipment in accordance with COJ policies and procedures
- Oversight of COJ fleet operations, maintenance, and repairs
- Provides assistance to all COJ officials and staff
- Coordinates services with appropriate parties
- Prepares required reports
- Implements required policies, programs, and procedures
- Ensures compliance with approved budgets, authorizations, and/or AOC guidance
- Conducts logistics and services related training for COJ officials and staff
- Represents the AOC Department of Court Facilities in meetings as required
- Other duties as assigned